



OVERSIGHT AND  
COMPLIANCE

**OFFICE OF THE DEPUTY CHIEF MANAGEMENT OFFICER**  
**9010 DEFENSE PENTAGON**  
**WASHINGTON, DC 20301-9010**

**MEMORANDUM FOR DESIGNATED FEDERAL OFFICER, DEFENSE INNOVATION  
BOARD**

**SUBJECT: Defense Innovation Board – Charter and Membership Balance Plan**

I have approved the amended charter and membership balance plan for the Defense Innovation Board (“the Board”). Copies of the Board’s charter and membership balance plan will be provided to you once the amended charter is filed with the Defense Congressional Oversight committees, the Library of Congress, and the General Services Administration.

In consultation with the Office of the General Counsel of the Department of Defense, I have affirmed that all individuals appointed to the Board, once approved in accordance with Department of Defense (DoD) policies and procedures, will be appointed to serve as special government employee (SGE) or regular government employee (RGE) members, as appropriate. The following points apply:

- (a) Individual members approved for appointment or renewal of appointment according to DoD policies and procedures, who are not full-time or permanent part-time Federal officers or employees, must be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as SGE members. Those who are full-time or permanent part-time Federal officers or employees must be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as RGE members.
- (b) Each Board member must be notified, in writing, of the appointment decision. Any questions pertaining to these letters of notification should be referred to me or the appropriate General Counsel. At a minimum, the letters shall contain the following:
  - i. Notice that each individual's appointment to serve on the Board is without compensation, with the exception of reimbursement of official Board-related travel and per diem
  - ii. A statement that each individual is appointed to serve as an SGE or RGE member, as appropriate.
  - iii. An explanation of the difference between serving as an SGE or representative member.
  - iv. A summary of the applicable ethics requirements, to include whether SGE members are required to file a Confidential Financial Disclosure Report.

Based on the Secretary of Defense memorandum of October 9, 2012, concerning advisory committees, we recommend you continually reevaluate the Board’s functions and reduce, where appropriate, the Board’s operating costs. As then-Secretary of Defense Panetta

stated, “we must continually assess our advisory committees to ensure that they deliver appropriate value today and in the future as times and requirements change.”

If you should have any questions about this DoD Program, the Federal governance and compliance requirements, the charter renewal, or the membership balance plan, please contact me at 703-692-5952 or by email at [james.d.freeman4.civ@mail.mil](mailto:james.d.freeman4.civ@mail.mil).

James D. Freeman II  
Advisory Committee Management Officer